



# **Rio Arriba County Detention Center (RACDC) POLICY 011: STAFF TRAINING**

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The Rio Arriba County Detention facility shall provide for the training of detention personnel that complies with state standards or statutes. Staff training will include at a minimum:

- a. Orientation.
- b. In-service training.
- c. Training outside the division (if possible)
- d. Advanced training

Staff training is essential for promoting professionalism in the field of detention and to maintain consistent operational practices at the detention center.

## **Procedure:**

1. The administrator shall follow the requirements for training of detention personnel as set forth in the New Mexico Association of Counties criteria, and any state standard set forth by the state legislature.
2. The detention administrator shall ensure that enough funds are requested for from the county commission to adequately train all staff.
3. The administrator shall use federal, state, and local resources in developing and providing staff training.
4. The county shall grant administrative leave and reimbursement whenever possible for detention personnel who wish to attend professional seminars and educational activities approved by the administrator.
5. The administrator shall develop and maintain an in-service training program on an ongoing basis.
6. The administrator shall maintain a program of orientation for new and part-time employees.
7. The administrative and management staff of the Rio Arriba County Detention facility is required to receive at least twenty (20) hours of training each year.
8. The administrator shall ensure that detention personnel records include complete, accurate, and current training information.



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9. The administrator shall provide eighty (80) hours of training in necessary job related and emergency procedures to all officers during the first year of employment and twenty (20) hours per year thereafter.